

# Agenda Item Form

Agenda Date: 08/24/04

Districts Affected: N/A

Dept. Head/Contact Information: Police Department, Interim Deputy Chief, Paul Cross, (915) 564-7039

## Type of Agenda Item:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Resolution                       | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements       | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use     | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements            | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other Reinstatement   |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): None      ☐ Approved      ☐ Denied

Timeline Priority:   ☐ High      ☒ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Employee has resigned in good standing and meets all the requirements for reinstatement.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

## Statutory or Citizen Concerns:

None anticipated

## Departmental Concerns:

None anticipated

91:5 NV 21 NOV 10

REINSTATEMENT BACKGROUND INFORMATION  
08/12/04

8A

TO: CIVIL SERVICE COMMISSION  
RE: REQUEST FOR REINSTATEMENT  
HOWELL, ERICA – POLICE RECORDS SPECIALIST II

CIVIL SERVICE COMMISSION PROVISION REGARDING REINSTATEMENT:

ARTICLE VI. Section 6.10-10. REINSTATEMENT FOLLOWING RESIGNATION. Any person who has held a classified position and has resigned from the service in good standing and without fault or delinquency will, upon Council approval of a request, be placed on the proper reinstatement list below those on the list because of layoff or job abolishment. Such requests must be made within one year from the date of resignation, except as provided in the Rules. Not more than one reinstatement after resignation may be granted any employee.

Rule 13, Section 7. REINSTATEMENT FOLLOWING RESIGNATION.

c. Upon a determination that a former employee has resigned in good standing, the Council, after receiving a recommendation from the Commission, shall approve the request for the former employee to be placed on a reinstatement list, conditional on the person's passing a medical examination and background investigation, if required by the Commission or Council. Said medical examination must be performed by a physician acceptable to the Council in accordance with the physical specifications established for the position.

d. Those former uniformed employees requesting reinstatement to the Fire, Police, and EMS Departments must take and pass the medical examination and a physical agility test prior to the reinstatement to actual duty. One additional attempt at the physical agility test will be permitted after a period of six months has elapsed for persons failing the agility test on the first attempt. Persons requesting reinstatement to the Police Department will also be required and allowed one opportunity to take a psychological examination prior to reinstatement to actual duty. Persons requesting reinstatement to E.M.S. will also be required and allowed one opportunity to take a medical knowledge and skills test prior to reinstatement to actual duty. (Passed 8/21/84 and amended 8/11/87 & 03/17/92)

Date Reinstatement Request Received: 07/14/04

Date Resignation Effective: 05/21/04

Has individual ever been reinstated after resignation: No

Attachments: Department's Comments  
Reinstatement Request

Richard Wiles  
Interim Chief of Police



911 N. Raynor  
El Paso, Texas 79903  
(915) 564-7000

**Office of the Chief**

TO: Terry Bond, Director of Personnel

FROM: Richard Wiles, Interim Chief of Police *RW*

DATE: July 23, 2004

SUBJECT: Erica Howell – Police Records Specialist II Reinstatement Request

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In response to your memorandum dated July 14, 2004, I recommend approval of the reinstatement request submitted by Ms. Erica Howell to Police Records Specialist II.

During her tenure at the Police Department, Ms. Howell proved herself to be a productive and dependable employee. I believe it is in the best interest of the City to approve her reinstatement request.

If you have any questions, please contact me, or my Administrative Services Manager Stuart C. Ed, at 564-7311.

**RECEIVED**

JUL 30 2004 *[initials]*

**HUMAN RESOURCES DEPT.  
ADMINISTRATION**

DEDICATED TO SERVE